

FINGERPRINTS

State law mandates that the State Bar of California "...require that an applicant for admission or reinstatement to the practice of law in California...be fingerprinted in order to establish the identity of the applicant and in order to determine whether the applicant or member has a record of criminal conviction...." An extension application will not be considered complete without the appropriately processed fingerprints.

Live Scan Processing:

Applicants who reside in California must submit fingerprints via **Live Scan technology**. Please see **Fingerprint Instructions for California Residents**.

Fingerprint Card Processing:

Applicants residing outside of the State of California must submit prints on **fingerprint cards (FD-258) with a Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement form**. Please see Fingerprint Instructions for Out-of-State Residents.

An applicant's fingerprints will be used solely to determine whether or not the applicant has a prior criminal record. The Committee will request that the criminal justice agencies return the fingerprints of all applicants and that the agencies neither copy the fingerprints nor disseminate them to others nor use them for any other purpose. Pursuant to Business and Professions Code Section 6054, the fingerprint cards of applicants who are admitted to practice law in California are retained for the limited purpose of criminal arrest notification.

Fingerprint Instructions for California Residents (Live Scan Technology)

Live Scan technology replaces the process of recording an individual's fingerprints on fingerprint cards. With Live Scan, applicants must complete the *Request for Live Scan Service* form, a copy of which is on page 6 of these instructions, and take it to an agency that provides fingerprinting services. At the agency, a trained operator enters the information from the *Request for Live Scan Service* form into the Live Scan terminal and initiates the live scan fingerprinting process.

Applicants must print three (3) copies of the *Request for Live Scan Service* form. **The three copies must be taken to an agency providing Live Scan services with a valid photo identification (expired photo identification cards will not be accepted).** The Live Scan operator must complete the last section of the *Request for Live Scan Service* form on all three copies. The original copy is retained by the Live Scan operator, the second copy is attached to the completed Extension Application and the third copy is to be retained by the applicant. The list of agencies providing Live Scan fingerprinting services in California may be obtained through the Office of the Attorney General-California Department of Justice Web site: <http://ag.ca.gov/fingerprints/publications/contact.htm>.

If an applicant's prints are rejected because of poor quality, the applicant will be asked to return to the original printing agency for re-printing. The applicant is to take his/her copy of the *Request for Live Scan Service* form and a copy of the rejection notice sent to him/her by the Admissions Office. The printing agency will scan new prints and forward them to the Department of Justice for processing. The "re-printing" service fee will be waived. Failure to provide the two stated documents will result in a service charge for re-printing.

Instructions for Completing the Request for Live Scan Service form

Note: The paper copy of your Application for Determination of Moral Character must be received within 90 days of the date you complete the livescan process. Otherwise, your Application for Determination of Moral Character will be considered incomplete, and you will be required to complete the fingerprint process again.

1. **Name of Applicant:** Enter full name
2. **AKA's:** Enter any other names used
3. **Date of Birth:** Enter date of birth (*mm/dd/yyyy*)
4. **Sex:** Check appropriate gender box: Male or Female
5. **Height:** Enter height; Express in Feet and Inches respectively. (Do not use fractions of an inch; round off to the nearest inch. Examples: 5'11", 6'0")
6. **Weight:** Enter weight; Express in pounds. (Do not use fractions of a pound; round off to nearest pound. Examples: 94 lbs, 186 lbs)
7. **Eye color:** Enter eye color

Black	BLK	Green	GRN
Blue	BLU	Hazel	HAZ
Brown	BRN	Maroon	MAR
Gray	GRY	Pink	PNK

Hair color: Enter hair color

Bald	BAL	Gray or partially	GRY
Black	BLK	Red or Auburn	RED
Blond or		Sandy	SDY
Strawberry	BLN	White	WHI
Brown	BRN		
8. **Place of Birth:** Enter city, state, and country.
9. **Social Security Number:** Enter social security number. If you do not have a social security number, leave space blank.
10. **California's Driver License/Identification Card number:** Enter California Driver License/Identification Card number.
11. **Level of Service:** The DOJ box is pre-selected. Also, if you have ever lived outside of the state of California for a period of 2 years or more since age 21 you **must** select the FBI box as well.
12. **Applicant's Address:** Enter residence address, city, state and zip code.
13. **Daytime Telephone Number:** Enter daytime telephone number.
14. **If resubmission: list Original ATI No.:** Enter the original ATI number provided on the reject notification to avoid paying an additional processing fee.